



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

17 January 2003

MEMORANDUM FOR DISTRIBUTION

Subj: ELIMINATING THE UNDER REPRESENTATION OF HISPANICS IN
THE CIVILIAN WORKFORCE

Ref: (a) SECNAVINST 12720.8 of 28 August 2002

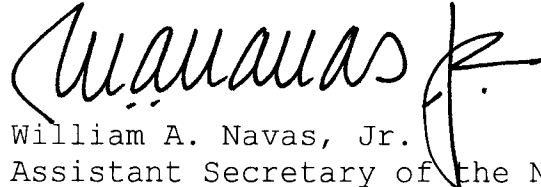
The management of human capital is one of the leading issues on the President's Management Agenda. From the highest levels of government, the issue of diversity within the Federal Government has been spotlighted, particularly on the hiring and retention of Hispanics within the civilian workforce. Hispanics remain the most underrepresented minority group in the government. The Department of the Navy's (DON) record for hiring and retaining Hispanics has not improved in the last 10 years and, in fact, has dropped in the last quarter. Semi-annually, The Honorable Kay Coles James, Director of the Office of Personnel Management, has been reporting directly to the President on each agency's progress on improving their numbers on Hispanic recruitment. The last report to the President, dated December 2002, showed that not only had the DON's overall hiring numbers not improved, but also the number of Hispanic employees on-board had dropped.

In August 2002, Secretary England issued reference (a), the Department of the Navy Civilian Hispanic Employment Program, and directed all Echelon I and II commands to develop a plan and issue guidance to their subordinate commands for eliminating the under representation of Hispanics. The instruction required the plans within 90 days of issuance. As of the 17 January 2003, only 11 of 25 major claimants have complied.

Even though the Department continues to be in a downsizing mode, there are still thousands of opportunities every year to hire employees. We must have a plan in place that focuses on every opportunity to improve the overall diversity of the Department and eliminate the under representation of Hispanics. By this memorandum, I am directing the Office of Civilian Human Resources to take the lead for the Department and look at the recruiting of civilian employees as a DON-wide issue.

Every other month, I meet with the Civilian Human Resources Board of Directors (BOD) to discuss and review issues impacting

the management of the civilian workforce. The BOD is comprised of Senior Executives, and Flag and General Officers from across the Department, and, as the chair, I plan to use the BOD to validate and track the success of this plan. Hispanic recruitment and retention will be a standing agenda item for future BOD meetings.

A handwritten signature in black ink, appearing to read "W. Navas, Jr.", with a stylized flourish at the end.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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